



Georgetown Police Department

47 Central Street
Georgetown, MA 01833
(978) 352-5700

James E. Mulligan
Chief of Police



Job Posting

Reserve Communications Center Dispatchers

Job Details

Posted: September 1, 2012

Starting Date: On or After September 1, 2012

Application Deadline: Posted Until Filled

Hourly Wage: \$16.21

Job Description

Communications Dispatcher: Processes incoming and outgoing emergency and non-emergency telephone calls for the Town of Georgetown. Dispatch and communicate with the police department, other law enforcement agencies, fire and EMS units ensuring agency policy, procedures and goals are met. Hours of work include all three (3) shifts, weekends and Holidays on a regular basis. Reserve Dispatchers are also required to maintain all certifications to remain a certified dispatcher in the Commonwealth of Massachusetts.

Position Type: Part-Time (Uniform Shirts Provided as Needed)

Positions Available: 4

Equal Opportunity Employer

It is the policy of the Town of Georgetown and the Georgetown Police Department to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin and to conform to applicable laws and regulations by law.

Requirements

- A.P.C.O. Emergency Dispatch Certified - Preferred
- 911 Certified - Preferred
- C.P.R. Certified
- C.J.I.S. Certified or be able to pass C.J.I.S. test
- Working knowledge of Microsoft Windows 7 computer systems
- Be able to work all three (3) shifts including Weekends and Holidays
- The ability to work a minimum of one (1) eight hour dispatch shift on a weekly basis
- Successful completion of a background check per current policy and procedure

Contact Information

Cover letter, current Resume and three (3) Letters of Recommendation to:

Chief of Police James E. Mulligan
Georgetown Police Department
47 Central Street
Georgetown, Massachusetts 01833